



RECREATION (EVENTS) ASSISTANT JOB POSTING

POSTING DATE: November 20, 2024

REPORTS TO: Z.Deleon, Recreation Manager

Under supervision of the Recreation Department Manager, this position is responsible for assisting with resident programs, events, and excursions. This position is responsible for ticket scanning on the day of the events; escorting residents on excursions, directing residents and for providing residents with information as needed. This position also provides assistance as required to other members of the Recreation staff. This is a variable-hours, part-time on-call position. Work week and work hours will vary based on community needs.

Duties and Responsibilities:

Under supervision of the Recreation Manager, this position is responsible for assisting with:

- Assist the Recreation Staff with concerts, special events, classes, and day trips, as needed.
- Escort residents on day trips; call the roster and distribute itineraries and tickets, provide assistance to residents during the trip, account for all residents during the trip and that everyone is on the bus for the return trip, ensure emergency procedures are followed.
- Scan tickets for concerts, sell tickets, oversee lobby area; ensure safe and smooth entrance and exit at the events; provide assistance to all residents particularly those with physical limitations.
- Communicate technical and/or logistical issues to appropriate parties. Follow emergency procedures.
- Perform venue checks prior to, during, and after events to prevent entry by non-ticket holders and prevent access to the backstage area.
- Assist with backstage hospitality and green room supplies.
- Perform periodic checks of the restrooms and parking areas for any issues that may need to be reported to Securitas and/or the Custodial Department.
- Perform a final sweep of the venues and buses for lost items.
- Assist with classes and programs including set up, clean-up, and with various duties during program.
- Other duties as assigned by the Recreation Department Manager.

Requirements:

- Demonstrates interpersonal skills with a customer service focus.
- Demonstrates excellent communication skills both written and verbal.
- Demonstrates excellence in teamwork.
- Must be comfortable speaking in front of large groups.
- Maintain a positive and professional demeanor.
- Must be flexible, punctual, and reliable.
- Must be able to perform assigned tasks without constant supervision.
- Valid California driver's license

Experience:

- Previous experience working with seniors is desirable.
- Ability to work holidays, weekends, and/or evenings as assigned.
- Must be able to stand and walk for long periods of time.

Additional Requirements:

- Clean and valid California driver license and satisfactory driving record are conditions of initial and continued employment;
- Ability to meet the Dept. of Homeland Security requirements confirming identity and right to work in the United States is required;
- Offer is contingent upon satisfactorily passing a pre-employment background check and drug test;
- Previous employment must be verifiable.

CONTACT: To apply for this position, email your resume and cover letter to: recruiting@rossmoor.com .

THE GOLDEN RAIN FOUNDATION IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

Human Resources • 800 Rockview Drive • Walnut Creek, CA 94595 •